

TRAINING CIRCULAR

Subject : A Group Training Course in Fuel-reduced Operation by Economical Load Distribution of Multiple Diesel Generators to be held in Japan from 16/06/2009 to 16/07/2009 (Core Phase).

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in Fuel-reduced Operation by Economical Load Distribution of Multiple Diesel Generators. The total duration of the programme is from May 2009 to January 2010, out of this, the Core Phase, from 16/6/2009 to 16/7/2009, will be held in Japan. The Preliminary Phase and the Finalization Phase will be held in the candidate's home country. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

2. The Course is meant for Electric power ~~generators~~ and the local government, which engages in use and management of diesel generation. The programme aims to contribute the department of generator operation of electric power company for dissemination of methodology of economical load distribution among multiple diesel generators in small electrical grid for reducing fuel consumption.


3. The candidate should be currently working as Manager for operation of power system, manager for power generating facilities and operators; have more than 3 years of work experience in the field of operation and management for diesel power generation; be a university graduate; be between the ages of twenty five and fifty years of age; be proficient in both written and spoken English; be in good health, both physically and mentally to undergo the training and not be serving in any form of military service.

4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may ~~fall~~ ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 18th February 2009. The Ministry/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionaries.

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel not later than 9th April, 2009. Nominations received after the prescribed date will not be considered. The circular inviting applications for training courses is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

1. Ministry of Power, Shram Shakti Bhavan, New Delhi.
2. Ministry of New and Renewable Energy Sources, Block No.14, C.G.O. Complex, Lodhi Road, New Delhi
3. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations under them]

4. Director (Technical), NIC with the request to post the circular along with the JICA's circular on the Department's website.



39/13/209

S. No 1(R)

Japan International Cooperation Agency
(Government of Japan)

No. 13/GT-CP/2009

18th February, 2009

Dear Ms. Arun Prabha,

A Group Training course in Fuel-reduced Operation by Economical Load Distribution of Multiple Diesel Generators will be held in Japan from 16th June, 2008 to 16th July, 2008 under the Technical Cooperation Programme of the Government of Japan.

We are forwarding herewith two copies of the General Information Booklet on the above offer. It is requested that the following documents of the selected candidate may please be submitted to this office by **16th April, 2008.**

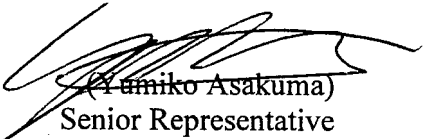
- (1) The Nomination Form A2A3 together with the medical history questionnaire,
- (2) The desired Inception Report

Further details are available in the General Information Booklet. It may be noted that the completed Inception Report is essential for screening of applications.

It is further informed that 7 slots are available globally for the above course and it would be much appreciated if you could take further necessary action and submit the nomination(s) of suitable candidate(s) to this office by the designated date.

With regards,

Yours sincerely,


(Yumiko Asakuma)
Senior Representative

Encl: As stated above.

Ms. Arun Prabha
Under Secretary (PMU and Trg.)
Department of Economic Affairs
Ministry of Finance
New Delhi.

Copy to:-

Mr. R.K. Kharb, Desk Officer, Department of Personnel and Training, Ministry of Personnel,
Public Grievances and Pensions, New Delhi.



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON

**Fuel-reduced operation by economical load distribution of
multiple diesel generators**
**地域別研修「複数台ディーゼル発電機における経済的負荷配分による
省燃料運用」**
JFY 2009

<Type: Trainers Training / 類型:人材育成普及型>

NO. J09-04032 / ID. 0984270

From May 2009 to January 2010

Phases in Japan : From Jun. 16, 2009 to Jul. 16, 2009

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

In recent years, surge in oil price shows no sign of slowing down. Diesel power generator is the main force in small electric power system for remote area and isolate island. However, in a small island as Samoa, power generation cost is high because of high fuel transportation cost and that is detrimental to economical self-sustainability and development. Also, some countries such as Tuvalu and Cambodia have already been conducting a planned outage and it falls into the situation in which a steady economic activity cannot be managed. Making an effort to limit emission of Carbon-dioxide is forced and introduction of renewable energy has well-practiced but construction cost is very high.

If multiple units of generators are attached to small electric power system, since it generates electricity according to the electricity demand, each generator is forced to drive under inefficient intermediate-load system. To make the total efficiency the most efficient and least fuel consumption even in that case, conducting output distribution is an economic load dispatching and it possible to be managed by prepared paper distribution chart.

For what?

This program aims to contribute the department of generator operation of electric power company for dissemination of methodology of economical load distribution among multiple diesel generators in small electrical grid for reducing fuel consumption.

For whom?

This program is offered to Electric power companies and the local government which engage in use and management of diesel generation.

How?

Participants shall have opportunities in Japan to identify approaches and strategies to ensure program effectiveness, enhance financial security, and improve organizational viability. Participants will also formulate an action plan describing what the participant will do after they go back to home country putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

II. Description

1. Title (J-No.): Fuel-reduced operation by economical load distribution of multiple diesel generators (**J09-004032**)

2. Period of program

Duration of whole program: May 2009 to January 2010

Preliminary Phase: May 2009 to June 2010

(in a participant's home country)

Core Phase in Japan: June 16 to July 16, 2009

Finalization Phase: July 2009 to January 2010

(in a participant's home country)

3. Target Regions or Countries

India, Kiribati, Samoa, Palau, Nauru, Solomon Islands, and Cook Islands

4. Eligible / Target Organization

This program is designed for Electric power companies and the local government which engage in use and management of diesel generation.

5. Total Number of Participants

eight (8) participants at maximum.

6. Language to be used in this program: English

7. Program Objective:

The methodology of economical load distribution among multiple diesel generators will be disseminated in Electric power companies and the local government which works on the improvement of the power generation efficiency.

8. Overall Goal

Fuel consumption and carbon dioxide discharge will be reduced in participant's organization.

9. Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase in a participant's home country (May 2009 to June 2009) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception report is formulated	Draw up report and bring it if there is a managerial approach of diesel generator set in home country and fuel consumption rate of each diesel generators of model electrical power plant (Input 50%, Input 75%, Input 100%).

(2) Core Phase in Japan (June 16, 2009 to July 16, 2009) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Expected Module Output	Subjects/Agendas	Methodology
To explain mechanism of a diesel generator.	(1) Training in theory and structure of diesel generator, engine characteristic and differences with other generators, fundamental mechanism of a diesel generator such as understanding of a performance curve.	Lecture Observation
To explain theory and methodology of economic load distribution.	(1) Training in characteristic of general efficiency (real example), condition when several diesel generators are running and learning training about increment in use fuel cost rate.	Lecture Observation
	(2) Practical construction of economic load distribution list in Excel sheet based on real sample data. It will be used if there is real generator data of the home country.	Lecture Observation and Exercise
To use of economic load distribution.	(1) Visit to the remote island around Okinawa and observe the real condition in the use of economic load distribution.	local visit
	(2) Training based on basic data of fuel consumption rate in economic load distribution calculation with a small diesel generator.	Lecture Observation and Exercise
	(3) Training on an appropriate maintenance method of generator.	Lecture Observation
To formulate an action plan for dissemination into participant's organization and	(1) Training on a spread method in home country about acquired knowledge / technology. Evaluation test over general training contents done by writing article.	Lecture Observation and Exercise

shared in participant's organization.	(2)Based on the knowledge from the training, study through a report of improvement method and introduction plan.	Workshop Consultation Presentation
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(4)Finalization Phase in a participant's home country
Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.

Expected Module Output	Activities
To implement an interim report (action plan)	Application and implementation of the action plan (interim report) back in the participant's country and submission of its final report by January, 2010 based on the follow-up questionnaire to be provided during the Workshop.

<Structure of the program>

1. Preliminary phase (activities in your home country): Preparation of the inception report.

2. Core Phase (activities in Japan):

Topic outline (subject to minor changes)

1st week (June. 22-26)

- (1) General description of electricity business in Japan and Okinawa.
- (2) History of electricity business in Okinawa.
- (3) General description of diesel generator at power plant in isolate island.
- (4) General description of various power generating facility.
- (5) Structure and operating principle of diesel generator, Engine characteristics.
- (6) Differences with other engine facility.
- (7) Differences with other power generating facility.
- (8) Performance curve of diesel generator and realization of basic mechanism.

2nd week (June. 29- July. 3)

- (1) Aspects of efficiency under the operation of multiple diesel generators.
- (2) Introduction of efficiency upgrading provision for diesel in Okinawa.
- (3) General statement of efficient operation method under the operation of multiple diesel generators.
- (4) Conduct practice of preparation of economical load dispatching chart with using Microsoft Excel.
- (5) Prepare economical load dispatching chart with using model power plant data of own countries.

3rd week (July. 6-10)

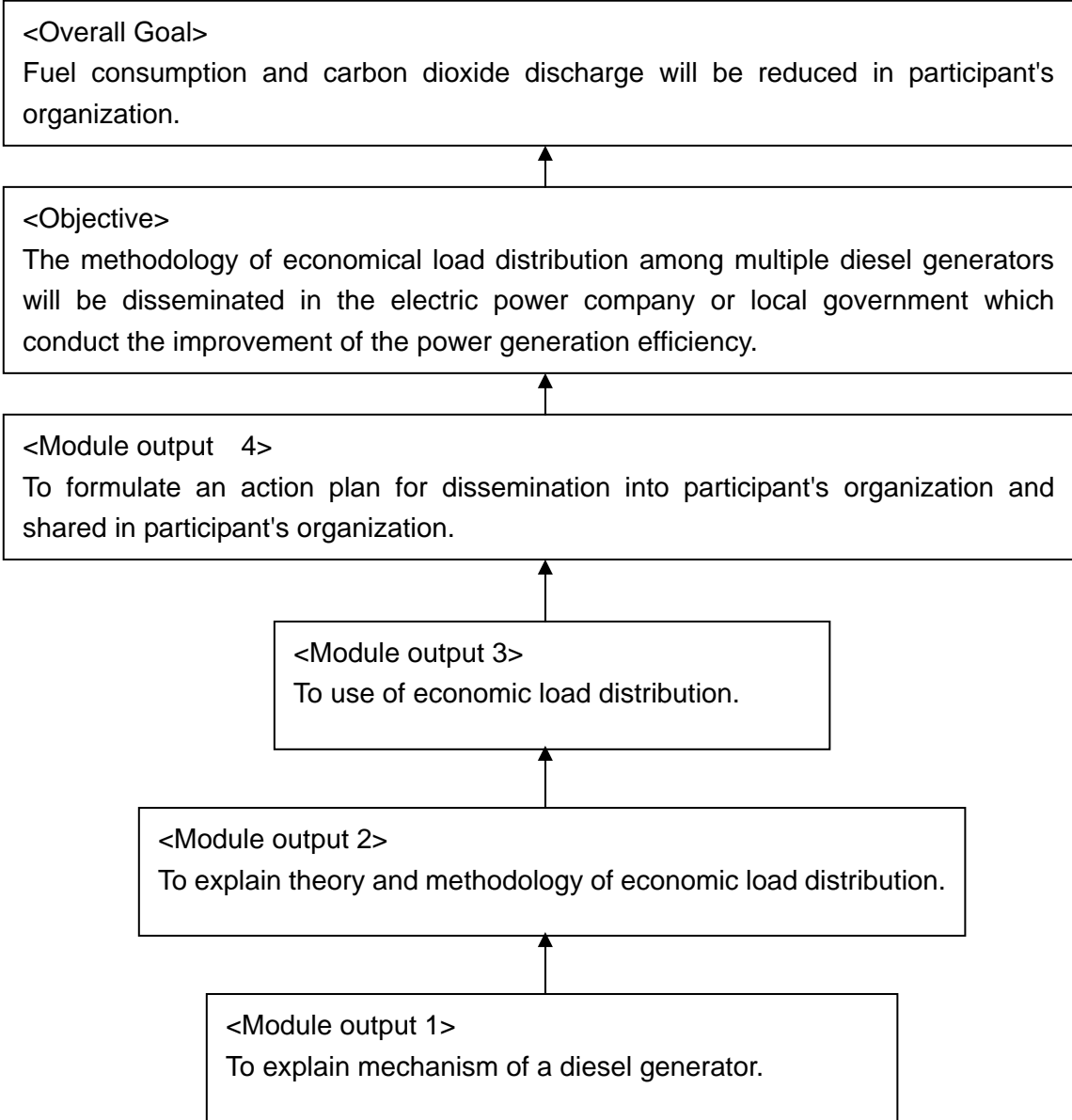
- (1) Visit I - Facility of electric demand in Kumejima power plant and Kumejima. (Kumejima deep ocean water research center).
- (2) Visit II - Tokashiki power plant and 200kW photovoltaic power plant.
- (3) Follow-up of practice for preparation of economical load dispatching chart.
- (4) Practical training of fuel consumption rate measurement by an small type diesel generator.
- (5) Applicable maintenance and maintenance method of diesel generator.

4rd week (July. 13-15)

- (1) Applicable maintenance and maintenance method of diesel generator.
- (2) Prevalence method and human resource development method of education and skill in own countries.
- (3) Review questions and problems
- (4) Follow-up of overall lectures.
- (5) Preparation of report for the improvement method and implementation planning in own countries.

3. Finalization Phase (activities in home country)

Participants are expected to implement the action plan (interim report) and report on progress within six (6) months after the end of the phases in Japan



10. Follow-up Cooperation by JICA:

In this workshop, JICA might extend follow-up support to participating organizations that intend to develop the result of the project further. Please note that the support shall be extended selectively based on proposals from the participating organizations.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II -9 .
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Electric companies and local government who are engaged in operations and management of diesel power generation.
- 2) Current Duties: Managers for operation of power system, managers for power generating facilities and operators.
- 2) Experience in the relevant field: have more than 3 years' work experiences in the field of operation and management for diesel power generation.
- 3) Educational Background: be a graduate of university
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL iBT 79 or better (This program includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan.

※Pregnancy : Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include ① letter of the participant's consent

to bear economic and physical risks ②letter of consent from the participant's supervisor ③letter of consent from your Embassy in Japan, ④medical certificate. Please ask National Staffs in JICA office for the details.

6)Skill: Since skill for Microsoft Excel is required during and after the training, in-use experience is a requirement.

7) Must not be serving any form of military service.

(2) Recommendable Qualifications

Age: be between the ages of twenty-five (25) and fifty (50) years

3. Required Documents for Application

(1) Application Form: The Application Form is available at the respective country's JICA office or the Embassy of Japan.

(2) Nominee's English Score Sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

(3) Questionnaire: to be submitted with the application form. Fill in the form shown in the Section iv "Annex" of this General Information, and submit it along with the Nomination Form.

(4) Applicants are strongly requested to typewrite the Application Form and Questionnaire. There are many applicants disqualified from the selection because of the illegible letter in those documents.

4. Procedure for Application and Selection :

(1) Submitting the Application Documents:

Closing date for application to the JICA Center in JAPAN: **April 16, 2009**

Note: Please confirm the closing date set by the respective country's JICA office¹ or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in

Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **not later than May 15, 2009.**

5. Document(s) to be submitted by accepted participants:

Inception Report is to be submitted by **April 16, 2009:**

Before coming to Japan, only accepted participants are required to prepare an Inception Report (detailed information is provided in the ANNEX "Inception Report". The Inception Report should be sent to JICA by **April 16, 2009.**

6. Conditions for Attendance:

- (1) to observe the schedule of the program,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not to bring any members of their family,
- (4) to return to their home countries at the end of the program in Japan according to the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA, and
- (7) to participate the whole program including a preparatory phase prior to the program in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II -9 and section III -4.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA OKINAWA

(2) **Contact:** Training Program Division, JICA OKINAWA

E-mail: oictp@jica.go.jp

2. Implementing Partner:

(1) **Name:** Okiden Sekkei Co.,Inc. (Tentatively)

(2) **Contact:** Mr. HIGA naoto (n-higa-os@okiden-sekkei.co.jp)

(3) **URL:** <http://www.okiden-sekkei.co.jp/> (now under construction)

Remark: Okiden Sekkei Co., Inc is an associated company of Okinawa Electric Power Company., Inc. Since the company was established in 1998, it has been engaged in technical study and design of thermal power generation and renewable energy system in Okinawa area including small remote islands. Also, it developed EDC (Economical Distribution Control) that can be operated by commercially-supplied PC and is introduced and developed in 11 electric power plants now to realize a fuel conservation for multiple unit of diesel generators in isolate islands. The company participated in The Project Formulation Study on Rural Electrification by Renewable Energy Resources in the Republic of Ghana in 2004 and 2005 and accepted 2 government officials for Training Course by Countries for The Project Formulation Study on Rural Electrification by Renewable Energy Resources in the Republic of Ghana in Dec, 2005 and conducted research in Tokyo and Okinawa. We also participated in NEDO International Joint Demonstrative Development Project in Thai and Cambodia and now we are participating in a project in Laos (2007~2009).

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Okinawa International Center (JICA OKINAWA)

Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan

TEL: +81-98-876-6000 FAX: +81-98-876-6014

(where "81" is the country code for Japan, and "98" is the local area code)

If there is no vacancy at JICA OKINAWA, JICA will arrange alternative accommodations for the participants.

5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, living expenses, outfit, and shipping
 - (2) Expenses for study tours (basically in the form of train tickets.
 - (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
 - (4) Expenses for program implementation, including materials
- For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

6. Pre-departure Orientation:

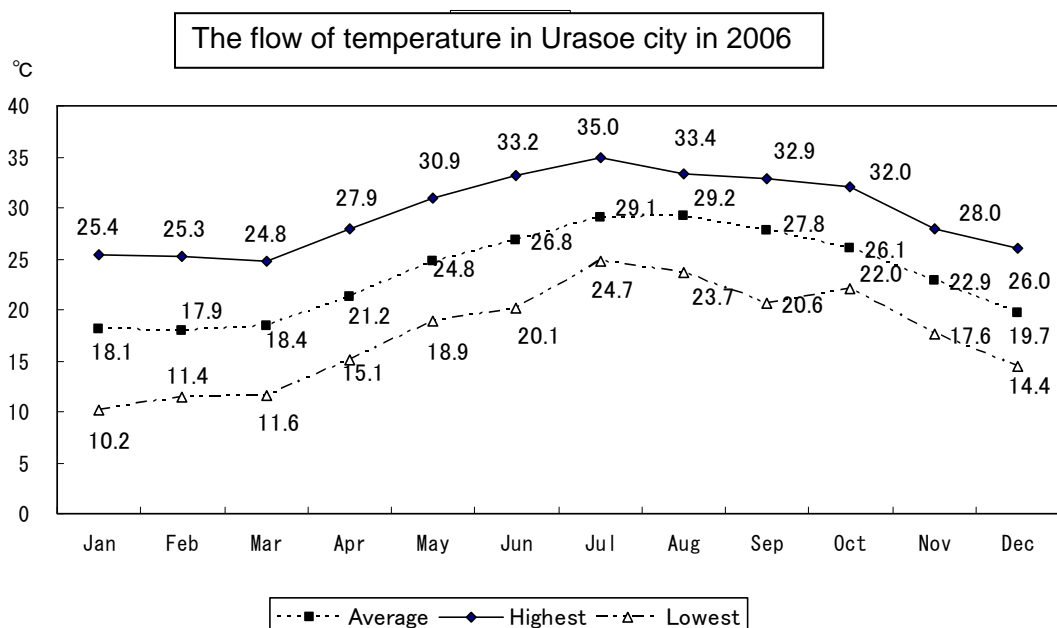
A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

V. Other Information

1. Climate in Okinawa

Okinawa is located in sub-tropical zone (southern edge of Japan) however climate varies depending upon seasons. While it is hot as well as heavily humid in summer season (June through October), it becomes a bit chilly due to the strong windy in winter season (December through March). So, participants are recommended to bring suitable clothing (details are mentioned in below 4.)

The following diagram is the flow of temperature in Urasoe city where JICA OKINAWA (or “Okinawa Kokusai Center” in Japanese) is located (Data source: <http://8761234.jp/kikaku/toukei/xls18/toti.xls>).



2. Main facilities in JICA OKINAWA

JICA OKINAWA is equipped with a variety of facilities for training and welfare activities such as seminar rooms, a library, a computer room (connected to the Internet), accommodation rooms (details are mentioned in below 3.), a dining hall, a clinic for medical consultation, a gym, a tennis court, a play-ground, a swimming pool (available from May to October), a Japanese-style room for tea ceremony and a recreation room.

Supplementary, “HALAL” meals for the Muslim and vegetarian meals are available in the dining hall.

3. Accommodation in JICA OKINAWA

JICA OKINAWA's accommodation building has three stories and 118 single rooms. Training participants basically use these single rooms. Every single room is furnished with a bed, a desk, a chair, a TV equipped with video, a DVD player, room lamps, a safety box, a bathroom and a telephone set which enables you to call inside JICA OKINAWA and receive all incoming calls including international calls.

Accommodation building is equipped with laundry room on each floor. And also washing machines and irons are available for free. However, towels and toiletries are not available and cooking facility is not equipped. Cooking in the room is strictly prohibited.

4. Outfit

It is recommended to bring suitable clothing depending upon the season, especially ensure to have warmed enough clothes if your program runs through the winter season.

There are a few occasions like opening and clothing ceremonies when training participants are kindly requested to wear formal clothing. Nevertheless, casual clothing is acceptable even during training ours of most of the training program.

If your training program includes practices such as plant visit or outdoor activities, suitable uniform/clothing will be provided by JICA or a visiting site upon arrival.

5. Environmental conservation activities in JICA OKINAWA

JICA OKINAWA emphasizes on the environmental conservation activities such as energy saving, rubbish separation and recycling etc. JICA OKINAWA has been certified ISO14001 (International Organization for Standardization) since Oct, 2004 and renewed it in Oct, 2007. ISO 14001 is the international specification for an environmental management system. Therefore, training participants are also kindly requested to cooperate to these activities during stay in JICA OKINAWA. Details are instructed by a staff member of JICA OKINAWA at beginning of the training program.

6. Activities out of training program

JICA OKINAWA offers a various kinds of welfare activities for the participants such as a home-stay program to the local family, exposition of Japanese/Okinawa traditional cultures and Japanese language/conversation classes etc. Training participants can try any of them whenever sheets are available.

7. International Exchange Program with Local Communities

JICA encourages international exchange between JICA participants and local communities.

Therefore, participants are strongly recommended to bring their national or traditional dress and materials like photographs, video tapes, DVDs and audio CDs that show their countries' interesting culture. This may make the exchange program more fruitful.

Furthermore, any other items which may be used to exhibit your culture are welcomed. JICA OKINAWA has displays which introduce world culture to visitors.

8. For your Information

Information of Okinawa is available at following URLs.

- (1) HP of Urasoe city: <http://www.8761234.jp/kokusai/english/index.html>

Basic information of Urasoe city is covered in English.

- (2) HP of Okinawa Prefecture: <http://www.pref.okinawa.jp/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

- (3) HP of Okinawa Convention & Visitors Bureau:

http://www.ocvb.or.jp/index.php?current=General_Page&action=Top_Page&mode=isel&lang=en

More information is available at the reception of JICA OKINAWA.

VI. ANNEX:

The outline of multiple diesel power plant (JFY 2009)

Inception Report

Please submit this questionnaire to JICA office (or the Embassy of Japan) with the Application Form. The report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 20 pages.

NOTE: Participants in this workshop are requested to discuss on their inception report in group discussion sessions during the program.

1. Background information

A. Country overview:		
	(1)	Concept and situation of population policy and RH in your country
	(2)	A simple diagram on the administrative organization of your country's RH delivery system
B. Your organization:		
	(1)	General description, role of your organization.
	(2)	Numbers and output level of diesel power plant as span of management.
	(3)	General description of cost related to fuel for diesel power generation of your organization.
	(4)	Future plan of additional diesel power plant and fuel procurement.

2. Topics for discussion: (please prepare your report on all of the following three topics)

Topic 1: Your career:

Please describe following items regarding of your career:

- a) Present job title:
- b) Period of work experience for operation and management related to diesel power station.
- c) Microsoft Excel skill:

Topic 2: Operational procedure of diesel power station.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs and are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Okinawa International Center (JICA OKINAWA)
Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan
TEL: +81-98-876-6000 FAX: +81-98-876-6014

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying.

The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated “**required**” items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic

version is available on the web site: <http://www.jica.go.jp/> _____, or write in **block letters**,

- (d) fill in the form in **English**,
- (e) use or “x” to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee’s name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J	0		-					
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

Confirmation by the organization in charge (if necessary)

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position			Official Stamp
Department / Division			

Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.

Part B: Information about the Nominee

(to be completed by the Nominee)

NOTE>>>The applicants for Group and Region Focused Training Program are required to fill in "Every Item". As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "required" items as is shown below.

1. Title: (Please write down as shown in the General Information) **(required)**

2. Number: (Please write down as shown in the General Information) **(required)**

J	0		-						
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Attach the nominee's photograph (taken within the last three months) here
Size: 4x6
(Attach to the documents to be submitted.)

3. Information about the Nominee(nos. 1-9 are all required)

1) Name of Nominee (as in the passport)

Family Name

First Name

Middle Name

2) Nationality (as shown in the passport)		5) Date of Birth (please write out the month in English as in "April")				
3) Sex	() Male	() Female	Date	Month	Year	Age
4) Religion						

6) Present Position and Current Duties

Organization							
Department / Division							
Present Position							
Date of employment by the present organization	Date	Month	Year	Date of assignment to the present position	Date	Month	Year

7) Type of Organization

() National Governmental	() Local Governmental	() Public Enterprise
() Private (profit)	() NGO/Private (Non-profit)	() University
() Other ()		

8) Outline of duties: Describe your current duties

9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

2) Educational Record (Higher Education)(required)

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		

3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ()		() Excellent	() Good	() Fair	() Poor

¹ Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

6. Expectation on the applied training and dialogue program

1) **Personal Goal:** Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

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2) **Relevant Experience:** Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

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3) **Area of Interest:** Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

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*7. Declaration (to be signed by the Nominee) (required)

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

Date:	Signature:
	Print Name:

MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

() No	() Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

() No	() Yes (_____ months)
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(c) Are you allergic to any medication or food?

() No	() Yes >>> () Medication	() Food	() Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	() No	() Yes>>Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes>>Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	() No	() Yes>>Name of illness (_____), Place & dates (_____)
Present:	() No	() Yes>>Present Condition (_____)

(c) High blood pressure

Past:	() No	() Yes
Present:	() No	() Yes>>Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	() No	() Yes
Present:	() No	(_____) Yes>>Present Condition (_____)
Are you taking any medicine or insulin?		() No () Yes

(e) Past History: What illness(es) have you had previously?

() Stomach and Intestinal Disorder	() Liver Disease	() Heart Disease	() Kidney Disease
() Tuberculosis	() Asthma	() Thyroid Problem	
() Infectious Disease >>> Specify name of illness (_____)			
() Other >>> Specify (_____)			

(e') Has this disease been cured?

() Yes	() No (Specify name of illness)
	Present Condition: (_____)



3. Other: Any restrictions on food and behavior due to health or religious reasons?

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: